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ABSTRACT

Information is provided for students interested in completing a bachelor's degree through a cooperative program between Lansing (Michigan) Community College (LCC) and Northwood Institute (Midland, Michigan). A 4-year program has been designed in which a student takes approximately 144 credit hours of course work at LCC and a minimum of 36 credit hours through Northwood. Majors available by this external plan of study include accounting, business management, computer information management, computer science/management, and marketing/management. The information provided in this guide covers: credits to be earned from each institution, tuition, course options at Northwood, work/life experience credits, application policies, grades accepted for transfer, thesis requirements, oral/written comprehensive exams, financial aid, electives, internships, library service fees, graduation policies, contact persons for further information, and a list of course equivalencies between the two institutions. (JDD)

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ED322870

POLICIES AND PROCEDURES

FOR

BACHELOR OF BUSINESS ADMINISTRATION DEGREE

THROUGH THE EXTERNAL PLAN OF STUDY

FROM

NORTHWOOD INSTITUTE

MIDLAND

IN COOPERATION WITH

LANSING COMMUNITY COLLEGE

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HE 023 826

MAJORS IN

ACCOUNTING

BUSINESS MANAGEMENT

COMPUTER INFORMATION MANAGEMENT

COMPUTER SCIENCE/MANAGEMENT (Restricted)

MARKETING/MANAGEMENT

Effective: October 1, 1989 to October 1, 1990

BEST COPY AVAILABLE

LANSING COMMUNITY COLLEGE
POLICIES AND PROCEDURES

TO: Students Interested in Completing a Bachelor Degree through a cooperative program with Lansing Community College and Northwood Institute

FROM: Business Division, Lansing Community College

SUBJECT: External Plan of Study

DATE: Academic Year 1989-90

If you are interested in earning a Bachelor Degree through Northwood Institute as an external degree student, the following information is provided to assist you with the planning and successful completion of your degree. A four year degree has been designed by Lansing Community College and Northwood Institute in which a student takes approximately 144 credit hours of course work at LCC and a minimum of 36 credit hours through Northwood. A combined total of 180 credits must be completed from the two institutions in order to earn a Bachelor Degree in Business Administration (B.B.A.).

Majors Available by External Plan of Study

Accounting
Business Management
Computer Information Management
Computer Science/Management (Administrative Approval Required)
Marketing/Management

Credits to be Earned from Each Institution

Freshman and Sophomore years:

Associate Degree in any area of study or the equivalent of 90 credit hours.

Junior and Senior years:

Lansing Community College = 54-60 term credit hours
Northwood Institute = 36 term credit hours: 12 credits on campus and 24 credits off campus

Tuition for 3rd and 4th Year

	Minimum	Maximum
60 credits from LCC @ $ 22 credit =	$1,320.00	$1,320.00
36 credits from NI @ $140 credit =	$2,640.00	$4,740.00*
	3,960.00	$6,060.00

*Northwood tuition cost was calculated at MAXIMUM cost per credit for 32 credits plus thesis at $280. Open-Book Comprehensive Exam/Project Courses at $35/credit hour would lower cost of tuition. Taking courses in the Comp Exam format could lower the cost of the combined program to a minimum of $3,960.00 as shown above.

COST PER CREDIT OF COMBINED TUITION RATES: 96 credits for $6,060.00 is equivalent to $63.13 per credit (calculated at maximum cost).

Northwood Required Credits

Northwood requires a minimum of 36 credits to be earned from their institution. There are a variety of ways in which Northwood offers their courses to the external degree student.

Twelve credits are required on-campus: Two 3-day seminars (BUS 479 and BUS 480) for 4 credits each. One Oral/Written Comprehensive Exam (BUS 490) for 4 credits. See page 5 of this policy manual for more information on the exam.

Twenty-four credits (or 6 classes) earned through options listed below.

Northwood Course Options: You may select any of the course options listed below to complete the remaining 6 courses or 24 off-campus credits required by Northwood. **If you are a veteran or financial aid student, specific course restrictions do apply. Please call the External Plan of Study office for specific information.**

1. **Weekend College**

   Classes are offered by Northwood Instructors on L.C.C.'s and Northwood's Campuses on Saturdays. Each class meets 3 to 4 times per calendar quarter (example: Jan., Feb. and Mar.) from 8:00 a.m. to 5:00 p.m. Cost: $140/credit.

2. **Five-Day Mini Sessions at Northwood and at LCC**

   Specific courses are offered during term breaks at Northwood and one to two times per year at LCC. May take one course per session. Meets from 8:00 a.m. to 5:00 p.m. Cost: $140/credit.

3. **Three Week Summer Sessions at Northwood**

   Courses are offered during three consecutive Summer Sessions. May take two courses per session. Classes meet three hours per day. Cost: $140/credit.

4. **Open-Book Comprehensive Exams and Project Courses** (Independent Study)

   A limit of four exams/courses can be requested and worked on at one time. No deadline for completion if not on financial aid. Exams require textbooks, and questions are answered in essay format. Projects are related to employment, require independent research, and are in a term paper format. Cost: $35/credit hour paid when requesting course.

5. **Correspondence Courses**

   Available for most courses. A proctored exam is given at the completion of the course. Must be completed in one term if on financial aid. Otherwise within 90 days of signing up. Cost: $140/credit.

Work/Life Experience Credits

If you have had extensive program-related work/life experience, you may be able to receive college credit for part of that experience. You could choose to have your work/life experience evaluated by Lansing Community College on a two year degree program or by Northwood Institute for a four year degree program. Both institutions provide information concerning work/life evaluations. For LCC, go to the Registrar's Office in the Student Personnel Services Building and request the **Experiential Learning** form. For Northwood, use the guidelines provided in their colored brochure.

After completing your work/life experience form and including the necessary documentation, send it to the institution for evaluation. You will be informed by letter of the courses for which credit will be granted. Northwood will require an on-campus interview before your credits are awarded. The student must call Northwood to arrange this interview.

There is an evaluation fee required by each institution. The specific fee breakdown follows:

Lansing Community College	A **$25.00** processing fee (non-refundable) is required. In addition, for each credit awarded a student must pay the resident rate of tuition per credit. Thus, the cost will vary based on the number of credits earned.
Northwood	No processing fee is required. If credits are awarded and accepted by the student, a **$420.00** evaluation/counseling fee is charged. This fee is not paid until the evaluation is completed and you decide to accept the results of the evaluation. You do have the right to add to your work/life information if additional documentation is required for the the granting of work/life credit. The work/life evaluation may be updated at no cost to you as additional experience is gained. The credits you receive in this evaluation are not counted as part of the required 36 credit hour residency. However, the 36 credit hours must be completed through Northwood before work/life credits can be placed on your transcript. You are required to pay the work/life evaluation fee ($420.00) prior to beginning Northwood course work.

If you decide to have a work experience evaluation done by LCC and do receive credits toward your Associate Degree, those credits are transferable to Northwood as part of the Associate Degree. If you had a great deal of work experience that was not used in your credit evaluation by LCC, Northwood may recommend you apply for Work/Life credits through them also. Northwood will not double count your credits but may find you have work experience applicable to the third and fourth year courses.

LCC/NORTHWOOD POLICIES

1. **Application Policy and Curriculum Code Change**

   a. Apply to Northwood after your Associate Degree appears on your transcript. You will need to go to the Registrar's Office in the Student Personnel Services (SPS) Building and request that your transcript be sent to the **External Plan of Study Office at Northwood.**

   b. Northwood will begin your course evaluation only when they have received your application, official college transcript(s) sent from the college(s), a resume, and the $15 application fee. It is the student's responsibility that all of these are sent to the External Plan of Study Office at Northwood.

      Northwood will send you a yellow confirmation card within two weeks indicating the information they have received and if any information is still needed. If the student does not receive an evaluation of his/her transcript(s) and an official **Plan of Study** after four weeks, the student should call the External Plan of Study Office.

   c. After your Associate Degree appears on your transcript, please change your LCC Curriculum Code to 472. This can be done when you are requesting your transcript. Curriculum Code 472 is for the Advanced Management Program and will place you on the mailing list at LCC for announcements and new information.

2. **Grade Level Accepted for Transfer**

   a. Northwood accepts the Associate Degree in total and will accept as part of that degree a course in which you earned less than a 2.0.

   b. If you do not have an Associate Degree but wish to transfer your credits to Northwood, they will only accept courses in which you have earned a 2.0 or better.

   c. Once your Associate Degree has been completed, you must earn at least a 2.0 in order to transfer a course to Northwood.

3. **Updating Your Northwood Records**

   Students should have an official transcript sent from LCC directly to the External Plan of Study Office at Northwood after completing 12 credit hours or at the end of each academic year to update your records. Northwood will send a letter confirming acceptance of LCC courses and their Northwood transfer equivalencies upon receipt of the transcript.

4. Listing of Majors on Northwood Transcripts

"B.B.A." is listed on the Northwood transcript when the Bachelor Degree is completed. Those who wish to have one of the majors listed below as their curriculum must take upper division courses through Northwood as follows:

Accounting - 20 credits of 300 or 400 level courses.
Computer Science - 20 credits of 200, 300 or 400 level courses.
Computer Info. Mgt. - 8 credits of 200, 300 or 400 level courses.
Marketing & Mgt. - MKT 321, MKT 322 and MTH 334.

These course credits may be counted as part of your 36 credit hour residency requirement for Northwood.

5. Certificate in Advanced Management

Students are eligible to receive a Certificate in Advanced Management from LCC when they have completed their third year courses (45 credit hours). The required core is equal to 32 credit hours and consists of the following courses: MGT 300, MGT 301, MGT 304, MGT 329, MGT 332, MGT 335, MGT 337, MGT 338, AND MGT 346 (or ACC 271). The remaining credit hours are made up of electives. An evaluation of your credits is done by the Registrar's Office and Management Systems Department.

To apply for this certificate (Curriculum Code 472), fill out an application at the Registrar's Office in the Student Personnel Services Building.

6. Thesis - (ENG 490)

A thesis is required for students in the External Degree Program who are taking the Business Management, Computer Information Management, and Computer Science/Management Curriculums. Only with the permission of the Northwood evaluator, may the student select an alternative course.

7. Oral/Written Comprehensive Exam - (BUS 490)

This is a written and oral exam taken at the end of the B.B.A. program for all external students. The exam is designed to review selected learning from your formal program and job-related experiences. Your presentation skills will also be assessed.

Questions are provided to you in advance. You should prepare written responses to each question. These notes can be used during the oral portion of the exam. For the written portion of the exam, you will be asked to write for 20-30 minutes on one question the committee selects. Notes are not permitted during the written section. After the written phase is completed, you will meet for approximately 60 minutes with three faculty/administrators to discuss your written work and the remaining questions.

The required text for the exam is When We Are Free. Successful completion of the exam is dependent on a thorough understanding of this text. Copies of the text are available at the Old Central Library. They are on reserve and can be taken out for one week.

8. **Financial Aid**

You apply for financial aid from the institution to which you will be paying tuition. You may only receive aid from one institution at a time, even though you may be taking classes from both institutions simultaneously.

a. When you take classes from LCC and need financial aid to pay LCC tuition, you should apply for financial aid through LCC's Financial Services Department, Student Personnel Services Building, 483-1296.

b. When you take classes from Northwood and need financial aid to pay tuition, contact the Financial Aid Office at Northwood as soon as possible after January 1 of the year you plan to begin your Northwood coursework. For an application, call the External Plan of Study Office at 1-800-445-5873, extension 454. Students need to take at least 8 credits from Northwood with one course at full-tuition rate to be eligible for financial aid. Please contact Northwood for a financial aid packet and read carefully.

9. **Electives**

When "free" electives are available in the third and fourth year, a student may select any academic course from LCC's or Northwood's curriculums which meet the student's specific career goals. (An elective can be "freely" chosen if Northwood has not assigned specific courses under the elective section).

a. T.I.M.E. Series Courses - These courses may be taken in combination to make up a "free" elective. A total of 4 credits of T.I.M.E. series courses can be transferred to Northwood. (MGT. 350-399)

b. MDC Seminars - Management Development Center Seminars may be taken as a "free" elective in combination to equal one 3-4 credit elective. (MGT 900-999)

10. **Internships**

Northwood encourages internships for external degree students and evaluators will attempt to substitute an internship for another course in your prescribed program if desired.

11. **LCC Library Service Fee for Students Who Are Not Taking LCC Courses**

When students are only taking Northwood courses, they will need to apply for a Temporary Library Permit (TLP) in order to use the LCC Library Services (checking out books, content search, etc.) You may fill out the form requesting this permit at one of the 3 LCC libraries. The fee for this permit is $80.00 for one year with a $40.00 refund at the end of that year if you have no overdue materials. Six items may be checked out at one time.

To obtain full library services with your TLP, ask Northwood for a dated Confirmation Card (yellow). Show your yellow Confirmation Card when checking out materials or requesting service, and the LCC library will give you full library privileges.

An alternative to paying this library fee would be to enroll for a one credit LCC course during the term you wish to use the library. You can enroll for credit or audit this course.

12. **Policies for Graduation from Northwood Institute**

    a. If you are planning to go through the May graduation ceremony, application for graduation must be submitted to Northwood beginning January 1, but not later than February 15th. Exceptions will be made under special circumstances. A student must be within 20 credits of completing his/her degree by the May graduation date in order to participate in the ceremony.

    b. Students who do not wish to participate in the May graduation ceremony can apply for graduation at any time during the year upon completing their program.

    c. **Graduation with Honors** requires that any Northwood student earn 45 hours of credit from Northwood and attain a grade point average of 3.25 or better. (This means you must take 9 credits in addition to the 36 required credits).

    d. Please be sure to list LCC as the college you are transferring from on line four of the graduation application. This will help LCC follow your progress and allow Northwood to notify us of your graduation.

FOR FURTHER INFORMATION PLEASE CONTACT:

Lynne Martin — Coordinator of Advanced Management Programs
Management Systems - 41
Lansing Community College
P.O. Box 40010
Lansing, MI 48901-7210
(517) 483-1532

Ellen Whitting — Evaluator/Registrar
External Plan of Study
Northwood Institute
Church Family Adm. Building
3225 Cook Road
Midland, MI 48640-2398
1-800-445-5873

Selected Extensions for Northwood Institute: 1-800-445-5873

Financial Aid	Ext. 454
Admissions	Ext. 411
Course Registration	Ext. 411
Business Office	Ext. 456
General	Ext. 411

In 1974 Lansing Community College began it's third year Certificate in Advanced Management. This 45-credit program requires 36 credits of 300-level advanced management courses, and nine credit hours of electives.

Each term LCC offers between 5-7 300 level management courses including:

Introduction to Management
Strategic Management
Organizational Development
Adv. Bus. Communication Skills
Current Topics in Management
Managerial Ethics
Managerial Statistics
Human Resource Management Skills
Leadership Attitudes & Motivation
Time & Stress Management

In 1975 Northwood Institute, located in Midland, began accepting our third year Certificate in addition to our Associate Degrees. Students have an option of doing a 3 + 1 traditional program transferring to Northwood's Campus for the fourth year or they can complete their Bachelor degree in Lansing through the External Plan of Study.

The Northwood External Plan of Study program has been growing each year and we currently have over 750 students in our active files in Lansing. Each spring 50-60 of our students graduate from Northwood with a Bachelor of Business Administration Degree.

Thus far, over 300 students have graduated from Northwood through our program at Lansing Community College.

Northwood has a 36-credit residency requirement for students in the External degree program. Twelve credits are required on their campus: two 3-day seminars and an oral/written comprehensive exam at the end of the program. The remaining 24 credits can be taken in five different course methods. Week-end college, where students go to class all day Saturday, one weekend a month, is one of the most popular options. Northwood offers two or three weekend classes in Lansing each term and several more classes are available in Midland on Saturday's. Another popular choice are self-paced comprehensive exams which are completed at home in essay question format. Completed exams need to be at least 30 pages long and require outside research.

Most of the Northwood courses are geared to the working adult. Approximately 75% of the students in the program work full-time. The 300-level courses that are taught at LCC are usually offered during the evening with several day courses each term for students with more flexible schedules.

Northwood offers majors in Business Management and Accounting. Dual majors are offered in Marketing and Management; Computer Information and Management; and Computer Science and Management.

The advantages of our 3 + 1 program include the flexibility in scheduling, the number of methods to take courses, and the reduced cost of taking a third year at community college tuition rates. The major disadvantage we now face is the lack of credibility some people associate with external degree programs. At the present time, MSU's College of Business will not accept any external degree students into their MBA program. Student's can, however, enter other Master's programs at Michigan State, or earn a Masters of Science Administration degree from Central Michigan University in Lansing. Last December, Northwood announced the development of a graduate program in business administration which will be available to students in an external degree format. Northwood hopes to begin offering Master's level courses in 1991.

I believe that the popularity and credibility of external degree programs will improve in the 1990's as more working adults pursue their degrees in non-traditional programs, and as more colleges begin offering coursework in non-traditional formats.

LCC has finalized an articulation with Davenport College of Business in Lansing to accept a third year of course-work towards their Bachelor of Business Administration Degree. Davenport began offering a Bachelor degree in Lansing during fall of 1989. Majors currently available at Davenport are Accounting, General Business, and Management. This program is still in the early stages, but we are pleased to offer another 3 + 1 option to our students.

TRANSFER CURRICULUM TO NORTHWOOD — Effective October 1, 1989

Business Management

The following 100 and 200 level courses are part of the required core at Northwood in the Associate Degree programs. These courses are most often assigned by Northwood as electives in the third and fourth year if not taken during the Associate Degree.

NORTHWOOD	LANSING COMMUNITY COLLEGE
ACC 101, 102, 103	ACC 210, 211, 212
BUS 208	MKT 200
CSM 100 or CSM 101	CAS 104, CAB 123 or CAS 100
ECN 201, 202	EC 201, 202
LAW 201	LAW 215
PHL 110	BUS 118
Written Communications	MKT 225, BUS 204 or WRI 121 (one or more writing classes)

UPPER DIVISION COURSE EQUIVALENCIES: The following Junior and Senior level courses have been approved by Northwood for transfer, course for course.

NORTHWOOD	LANSING COMMUNITY COLLEGE
ACC 301 Financial Management	*MGT 346 Managerial Finance -or- *ACC 271 Principles of Finance
BUS 311 Business Management I	MGT 300 Intro to Management -or- BUS 225 Principles of Mgt. (Accepted if taken at Associate Degree level only.)
BUS 312 Business Management II	MGT 304 Organizational Development
BUS 351 Business Systems	*MGT 301 Strategic Mgt. & Policy
BUS 401 International Trade	No LCC Equivalent
BUS 479 Seminar I	On Northwood Campus (3 days)
BUS 480 Seminar II	On Northwood Campus (3 days)
BUS 490 Oral/Written Comp. Exam	On Northwood Campus (1/2 day)
ECN 311 Economic History	EC 203 Economic/Bus. History -or- SS 102 The Economic Condition
ECN 401 Public Policy & Bus. Problems	No LCC Equivalent
ENG 301 Communication & Org. Behavior	MGT 329 Adv. Bus. Comm. Skills

ENG 490	Thesis	No LCC Equivalent (See Policies, p. 4)
GEO 301	North American Geography	GEO 203 Economic Geography or any Geog. or Physical Sci. course
HST 4[illegible]	Current World Problems	MGT 338 Current Topics in Mgt.
MTH 333	Statistics	*MGT 335 Managerial Statistics -or- *MTH 170 Intro. to Statistics -or- *MTH 205 Statistics I
NTC 401	Environmental Science	Any Physical Science Course (Bio., Nat. Sci., Chem., Physics, etc.)
PHL 301	Philosophy & Ethics	MGT 332 Managerial Ethics
PHL 410	Critical Phil. Problems	No LCC Equivalent
PSY 301 -or- SOC 404	Applied Psychology Group Dynamics	*MGT 337 Human Resource Mgt. Skills

*LCC prerequisite required for these courses.

Electives (14 quarter hours may be required on Bus. Mgt. Curriculum)

(NOTE: Very few students have unassigned electives. Do not take any before your evaluation by Northwood).

Recommended LCC Electives:

MGT 323	CAM Internship
MGT 324	CAM Ind. Study
MGT 345	Leadership/Attitudes and Motivation
MGT 349	Time & Stress Mgt.
MKT 202	Managerial Marketing
MKT 204	Marketing Research

NOTE: Specialization in one area through electives such as Marketing, Computer Applications, and Labor Relations is often advisable.

For Further Information Please Contact:

Lynne Martin — Coordinator of Advanced Management Programs
Management Systems - 41
Lansing Community College
P.O. Box 40010
Lansing, MI 48901-7210
(517) 483-1532

Ellen Whitting — Evaluator/Registrar
External Plan of Study
Church Family Adm. Bldg.
Northwood Institute
Midland, MI 48640
1-800-445-5873

Northwood General Information:
1-800-445-5873

NORTHWOOD INSTITUTE

STUDENT NAME _____

EVALUATOR _____

DATE _____

Northwood External Plan of Study

BUSINESS MANAGEMENT CURRICULUM

for office use only

WLE = Work Life Experience

_____ = _____ _____ = _____

_____ = _____ _____ = _____

_____ = _____ _____ = _____

ASSOCIATE DEGREE — Curriculum Guide

COURSE			CREDIT	GRADE
Math	101	Business Mathematics	4	
Acct	101	Accounting Principles I	4	
Acct	102	Accounting Principles II	4	
Acct	103	Accounting Principles III	4	
Eng	101	Composition I	3	
Eng	102	Composition II	3	
Eng	103	Composition III	3	
Eng	220	Business Writing	3	
Phil	110	Philosophy of American Life and Business	4	
Econ	201	Economic Principles I	4	
Econ	202	Economic Principles II	4	
Adv	110	Introduction to Advertising	4	
Bus	208	Principles of Marketing	4	

THE COURSES IN EACH BLOCK ABOVE SHOULD BE COMPLETED IN SEQUENCE

Bus	209	Principles of Retailing	4	
Bus	211	Business Cases & Problems	2	
Bus	231	Credit Management	4	
Bus	232	Human Resource Management	3	
Bus	240	Public Relations	3	
CSM	101	An Introduction to Computers w/Applications	4	
Law	201	Business Law I	4	
P.S.	201	Introduction to American Government	4	
Psy	103	Personality & Adjustment	4	
Hum	202	Design Management Principles	4	

ELECTIVES (6 quarter hours required)

_____

_____

_____

TOTAL QUARTER HOURS
(90 quarter hours required)

BACHELOR DEGREE — Curriculum Guide

COURSE			CREDIT	GRADE
Acct	301	Financial Management	4	
Bus	311	Business Management I	4	
Bus	312	Business Management II	4	
Bus	401	International Trade	4	
*Bus	479	Seminar I	4	
*Bus	480	Seminar II	4	
*Bus	490	Comprehensive Exam	4	
Econ	311	Economic History	4	
Econ	401	Public Policy and Business Problems	4	
Eng	301	Communication & Organization Behavior	4	
Eng	490	Thesis	4	
Geog	301	North American Geography	4	
Hist	402	Current World Problems	4	
Math	333	Statistics	4	
Bus	351	Management Systems	4	
NtSc	401	Environmental Science	4	
Phil	301	Philosophy & Ethics	4	
Phil	410	Critical Philsophical Problems	4	
Psy	301	Applied Psychology	4	

ELECTIVES (14 quarter hours required)

_____	____	____
_____	____	____
_____	____	____
_____	____	____
_____	____	____
_____	____	____
_____	____	____
_____	____	____

TOTAL QUARTER HOURS ____

(90 quarter hours required above the Associate Degree)

A minimum of 36 completed credit hours through Northwood Institute are required for graduation.

*Required On-Campus courses (Bus 479, Bus 480, Bus 490)